



King County
HEALTH CARE ASSISTANT
(Family Planning Health Care Assistant)
PUBLIC HEALTH-SEATTLE & KING COUNTY
Community Health Services/Renton Public Health
Hourly Rate Range \$15.0474 to \$19.0734
Job Announcement No.: 03RM3656
OPEN: 8/18/03 CLOSE: 8/29/03

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 1230, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Dorene Hersh at (206) 296-1682 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Renton Public Health Center, 3001 NE 4th Street, Renton, WA 98056

WORK SCHEDULE: This full time position is overtime eligible. It works a 40 hour work week; Monday through Friday; some rotating evenings and weekends.

PRIMARY JOB FUNCTIONS INCLUDE: Incumbents in this position partner with nurse practitioners and other health care assistants (HCAs) as a member of a clinic team. An HCA provides support to provider staff and clients in a busy Family Planning/STD clinic, greets and prepares male and female clients for clinic exams. Performs height, weight, blood pressure, routine laboratory tests as directed, and interviews clients to determine family planning/STD health care needs based on the full range of services outlined in the SKCDPH Family Planning Clinical Practice Guidelines, which include pregnancy options counseling and emergency contraception. Provide birth control and related education as directed, inventory and order clinic supplies, and correctly document services rendered.

QUALIFICATIONS:

- Possess or be eligible for certification for Washington State Class A Health Care Assistant
- Skilled in providing direct client services in a health care setting, preferably Family Planning services
- Knowledge of medical terminology, asepsis, and universal precautions, including clinical procedures
- Knowledge of behaviors and practices to achieve and maintain good health
- Demonstrated ability in problem solving and client interviewing skills
- Documentation and record-keeping skills
- Knowledge of occupational hazards and safety
- Skilled in lab procedures including phlebotomy
- Knowledge of medical records procedures

- Computer skills including proficiency in a Windows environment, and the ability to use drop down menus, point and click software, multiple screens
- Skilled in maintaining good interpersonal interactions with clients and co-workers while working effectively as a member of a multi-disciplinary public health team, with a diverse multi-cultural population.
- Skilled in multi-tasking and working in a fast-paced environment with defined time constraints.
- Excellent verbal and written communication skills.
- Must be able to travel within King County to locations that may have limited access to public transportation.

DESIRED QUALIFICATIONS: Bilingual English and Spanish preferred.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate will be required to pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law

UNION MEMBERSHIP: This position is represented by Local 17.

SEQUENCE NUMBER: 80-8354-1688